

PATHWAYS INTERN PROGRAM FOR SKILLED TRADE OCCUPATIONS

Hill AFB near Ogden, Utah needs to hire **hundreds of technicians and mechanics each year** to perform scheduled testing, maintenance, repair, overhaul, and modifications of fighter aircraft, missiles and other weapon systems.

FEATURES OF THE FEDERAL PATHWAYS INTERNSHIP PROGRAM

- The Pathways Intern Program provides students with ***paid internships and the possibility of getting a permanent position upon graduation.***
 - Internship work is related to the student's academic career goals or field of study.
- ***Students are responsible for their own educational expenses.***
- ***Interns are responsible for their own commuting and living expenses.***
- Students have ***flexible work schedules, and school is always the priority.***
 - Most skilled trade interns are within commuting distance and work part-time throughout the year.
 - Others choose to work full-time while going to school.

WHO MAY APPLY

- All eligibility requirements and qualification standards are included in each Pathways Intern announcement on USAJOBS.
- At the time of application, ***students must either be currently enrolled, or accepted for enrollment:***
 - In an accredited college-level, technical, trade, or vocational school
<https://ope.ed.gov/accreditation/Search.aspx> ;
 - On a half- to full-time basis (as determined by the school); and
 - Pursuing a curriculum which results in a certificate or degree that is equivalent to at least one academic year of full-time, post-secondary education (as determined by the school).
- Applicants must be age 16 or older for internships; age 18 or older for permanent, full-time positions.
- Interns may be legal U.S. residents, but U.S. citizenship is required to be eligible for permanent positions.
- Male students must be registered for selective service if required: <https://www.sss.gov/Home/Registration>

HOW TO APPLY

- The **ONLY** way to apply for Federal Pathways positions at Hill Air Force Base (AFB) is through USAJOBS.
 - Nationwide public notices promote fairness, transparency, and equal opportunity.
 - Veteran's preference applies to Pathways Intern selections.
- Go to the USAJOBS homepage at usajobs.gov and create an account.
- Set up a "Saved Search" to be alerted to Pathways Intern announcements so that you will not miss any opportunities.
 - <https://www.usajobs.gov/Help/how-to/search/save/>
 - Set up a search for the keyword "**Pathways**".
 - Hit the blue search button, and then refine your search by typing in "**Hill AFB**" as a location.
 - Click on the "Save current search" tab and select "**daily**" frequency for updates.
- Click on an announcement for details about eligibility requirements, salary and how to apply.

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PAY AND BENEFITS

- Participants are paid using the same pay scale as for other federal employees.
 - Salary range for undergraduate interns is listed on each USAJOBS announcement.
 - (2017) WG-03 Step 1 pay is \$13.81 per hour.
 - (2017) WG-04 Step 1 pay is \$15.22 per hour.
 - (2017) WG-05 Step 1 pay is \$16.67 per hour.
 - Students may be promoted during their internship based on skills proficiency, training obtained.
- Interns earn “leave” credit for illness and vacation, and are eligible for health and life insurance options.

INDIVIDUAL PARTICIPANT AGREEMENT

- Each Pathways Intern enters into an Individual Participant Agreement that clearly identifies expectations:
 - General description of duties to be performed;
 - Length of the appointment and termination date;
 - Work schedule;
 - Evaluation procedures; and
 - Minimum eligibility requirements for non-competitive conversion to a term or permanent position.
- ***The Pathways Intern must maintain their student status and meet the requirements of the Individual Participant Agreement throughout the duration of their internship appointment.***

REQUIREMENTS FOR CONVERSION TO A PERMANENT POSITION

- To be eligible for non-competitive conversion to a permanent position, a Pathways Intern must:
 - Be a U.S. citizen and age 18 or older.
 - Complete his/her designated academic course of study, within the preceding 120-day period.
 - Meet all qualification and eligibility standards for the position to which being converted.
 - Meet all other requirements set forth in the Individual Participant Agreement.
 - **Complete at least 640 hours of work experience** acquired through the Internship Program while enrolled as half- or full-time degree-seeking student.

120-DAY WINDOW FOR CONVERSION TO A PERMANENT POSITION

- Conversion to permanent positions is not mandatory or guaranteed.
- If the federal agency decides to convert a Pathways Intern, that conversion must take place within 120 days of successful completion of the degree or certificate program.
 - **The 120-day clock for non-competitive conversion starts when the student completes academic requirements for the degree or certificate** (as determined by school), **and not from the actual graduation date**, which might be weeks or months later.
 - If eligible graduates are not converted within this window of time, then their employment must end because they no longer meet the legal definition of “student” under the Pathways Intern Program.

IF YOU HAVE QUESTIONS...PLEASE EMAIL: HILL.AFB.Outreach@us.af.mil